



ST. ANNE'S EPISCOPAL SCHOOL

Job Title:	Grounds & Maintenance Technician
Reports To:	Director of Facilities
FLSA Status:	Exempt
Salary:	\$55,000 - \$67,000 Annually
Anticipated Start Date:	March 2026

ABOUT ST. ANNE'S EPISCOPAL SCHOOL

St. Anne's Episcopal School is a vibrant, independent, preschool-8th grade co-educational school located in the heart of the Denver metro area, serving approximately 450 students. Our school culture fosters a sense of belonging and community, builds character, and pursues academic scholarship, all rooted in our values of curiosity, humility, faith, compassion, and service. We are a supportive community that provides a program where students can thrive academically, athletically, spiritually, artistically, emotionally, and socially. We build character and integrity upon a spiritual, moral, and ethical foundation and strive to foster the development of people who make significant and lasting contributions to society.

MISSION

Grounded in our founding values, we cultivate a community of curious and compassionate learners who are inspired to serve and enrich our world.

VALUES

Community, Curiosity, Faith, Compassion, Humility

POSITION DESCRIPTION

GROUNDS MAINTENANCE:

- **Landscaping:** Perform mowing, trimming, pruning, fertilizing, and watering of lawns, plants, trees, and shrubs to keep the grounds aesthetically pleasing and healthy.
- **Irrigation:** Monitor and maintain irrigation systems, adjusting as needed for weather conditions to ensure efficient water usage.
- **Snow Removal:** During winter months, clear snow and ice from walkways, driveways, and parking lots to ensure safety.
- **Tree and Plant Care:** Conduct routine inspections of trees and plants, managing issues like pests or diseases.
- **Weed Control:** Manage and eliminate weeds using appropriate methods, ensuring safe and clean grounds.
- **Hardscape Maintenance:** Maintain and repair hardscaping elements such as sidewalks, fences, and outdoor seating areas.
- **Trash and Debris Removal:** Regularly clean outdoor spaces, picking up trash and ensuring that the grounds are presentable.

EVENT SETUP AND SUPPORT:

- **Event Preparation:** Assist in setting up tables, chairs, sound equipment, stages, and any other logistical needs for school events such as assemblies, sports events, graduations, and performances.



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- **Breakdown:** Dismantle and store event materials promptly after events conclude.
- **Logistical Coordination:** Collaborate with school staff to ensure that all event-related tasks are completed on time and meet the specific requirements of each event.

GENERAL DUTIES:

- **Arrival & Dismissal Support:** Assist with traffic control and student safety during arrival and dismissal times.
- **Equipment Maintenance:** Maintain and perform minor repairs on groundskeeping equipment such as mowers, blowers, and snow removal equipment.
- **Safety Compliance:** Ensure that all work is done safely and in accordance with local, state, and federal safety regulations.
- **Seasonal Planning:** Plan and implement seasonal maintenance, including preparing the grounds for harsh winter conditions and seasonal plantings.
- **Collaborate with Maintenance Team:** Work with the maintenance team to coordinate on larger facility needs or emergency tasks as required.
- **Transportation Fleet Coordination:** Assist and coordinate the school's transportation fleet, ensuring regular maintenance and repairs are completed, and that vehicles are operational for daily use and special events.
- **Other Duties as Assigned:** Perform other related duties as assigned by the Facilities Director, Maintenance Supervisor, or school administration to support the safe and effective operation of school grounds and facilities.

QUALIFICATIONS:

- High school diploma or equivalent.
- 2+ years of experience in groundskeeping or landscaping, preferably in a school or institutional setting.
- Basic knowledge of horticulture and landscaping best practices.
- Experience with operating and maintaining groundskeeping equipment (lawnmowers, snow blowers, trimmers, etc.).
- Ability to set up and break down event equipment (tables, chairs, sound systems, etc.).
- Basic understanding of computers and standard software applications (e.g., email, work order systems, scheduling tools, or maintenance tracking software).
- Strong attention to detail and pride in maintaining a clean, safe, and attractive environment.
- Valid driver's license.

WORK SCHEDULE AND EMERGENCY AVAILABILITY:

- **Overtime and Weekend Work:** This position requires flexibility and may involve working overtime, evenings, and weekends as needed to meet operational requirements, support special events, address seasonal demands, or respond to emergencies.
- **On-Call Responsibilities:** The Grounds & Maintenance Technician is required to be on-call during the snow season and during emergency situations, including severe weather events or urgent facility-related incidents, to ensure timely response and maintain campus safety.



ST. ANNE'S EPISCOPAL SCHOOL

St. Anne's Episcopal School is committed to creating a supportive learning environment where all individuals are valued for their unique contributions and are able to achieve their highest potential. We strongly believe that a diverse and inclusive environment is the best learning environment for our students and prepares them to live, work, and thrive in an increasingly global and multicultural community. We reject all prejudice, particularly those based on race, national and ethnic origin, religion, socioeconomic status, gender identity, sexual orientation, and physical characteristics.

St. Anne's believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender or gender identity, national origin, age, sexual orientation, ancestry, disability genetic information, veteran status or any other characteristic protected under federal, state or local anti-discrimination laws. The school's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotional opportunities, training, discipline, and all other terms, conditions and privileges of employment.

SALARY RANGE & BENEFITS

\$55,000 - \$67,000 Annually (Commensurate with Experience)

St. Anne's offers a competitive benefits package which includes medical, dental and vision coverage, 403(b) retirement inclusion, long-term disability, life insurance and free lunch.

Interested candidates can send their resume and list of references to Rene Reynolds, Director of Human Resources, at recruiting@st-annes.org.